

Microsoft Word 2010 - Illustrated

Unit B: Editing Documents

Objectives

- Cut and paste text
- Copy and paste text
- Use the Office Clipboard
- Find and replace text

Objectives (continued)

- Check spelling and grammar
- Research information
- Add hyperlinks
- Work with document properties

Cutting and Pasting Text

- The operation of moving text from one location to another is called **cut and paste**
 - Cutting text removes it from the document
 - Cut text is placed on the **Clipboard**, a temporary storage area for text and graphics cut or copied from a document
 - Two clipboards:
 - **System** Clipboard - holds one item, the last item cut or copied from a document
 - **Office** Clipboard - holds up to 24 items

Cutting and Pasting Text (continued)

- Cut the selected text using the Cut button in the Clipboard group on the Home tab or the keyboard shortcut [Ctrl][X]
- Paste text at the location of the insertion point using the Paste button in the Clipboard group on the Home tab or the keyboard shortcut [Ctrl][V]

Cutting and Pasting Text (continued)

- You can also move text using the **drag and drop** method
 - Drag selected text to a new location using the mouse
 - Text that is dragged is not placed on the Clipboard

Cutting and Pasting Text (continued)

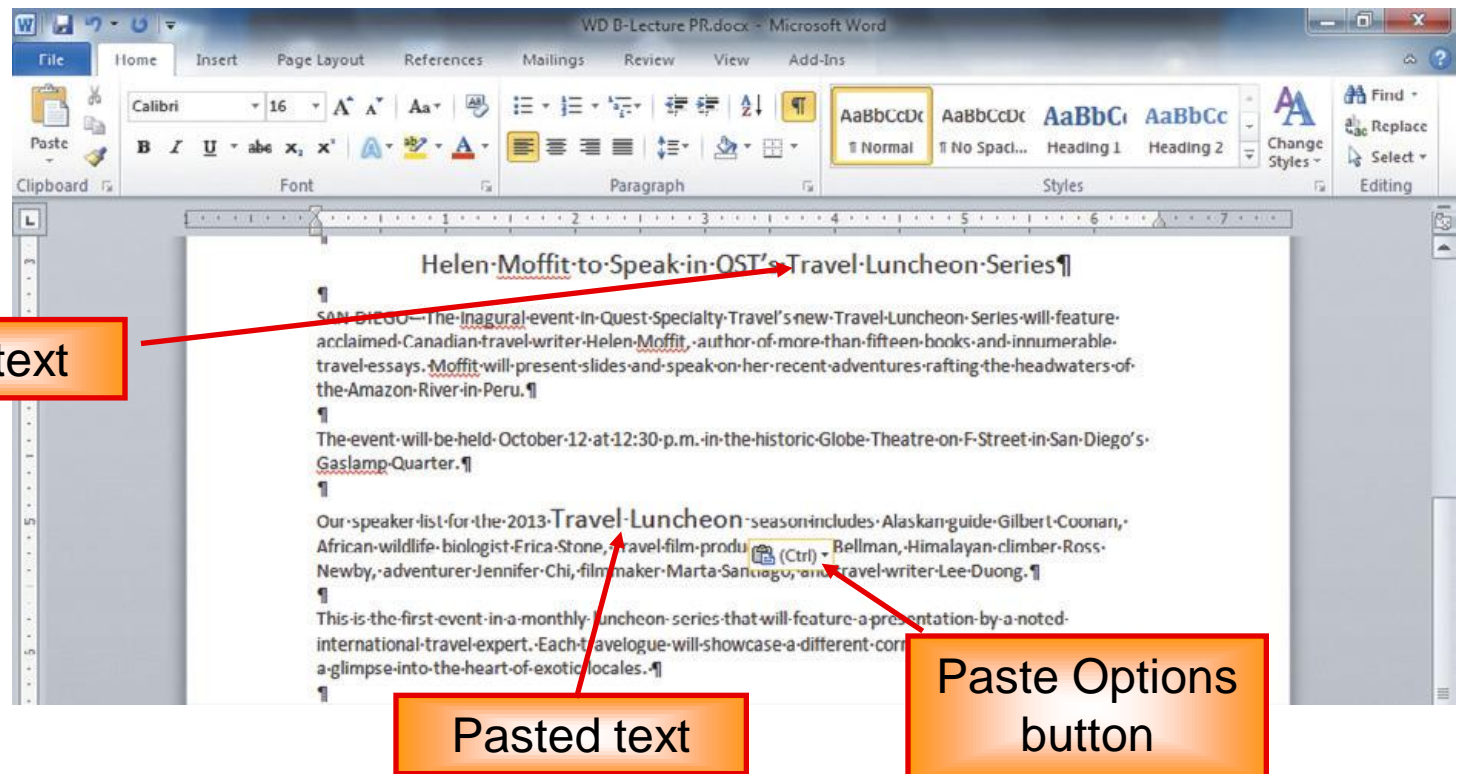
- Use **keyboard shortcuts** as a quick way to perform a command
 - [Ctrl][X] to cut text
 - [Ctrl][C] to copy text
 - [Ctrl][V] to paste text
 - [Ctrl][A] to select all the text in a document
 - [Ctrl][S] to save a document
- The keyboard shortcut for a command appears in the ScreenTip

Copying and Pasting Text

- Copied text is not removed from the document
 - A copy of the copied text is placed on the Clipboard
 - Use the Copy button in the Clipboard group on the Home tab or the keyboard shortcut [Ctrl][C]
 - Copy selected text by pressing [Ctrl] as you drag it to another location

Copying and Pasting Text (continued)

- The **Paste Options button** allows you to change the formatting of pasted text



Copying and Pasting Text (continued)

- Split a document window into two panes
 - Useful when you want to copy and move items in a long document
 - Use the **Split button** in the Window group on the View tab
 - Drag the horizontal split bar to the location you want to split the window
 - Use the scroll bars in each pane to display different parts of the document
 - Use the Cut, Copy, and Paste commands to copy or move items between panes

Using the Office Clipboard

- The Office Clipboard
 - Stores up to 24 items
 - Stores text and graphics
 - Items can be cut or copied from any Office program
 - Items on the Office Clipboard can be viewed
 - The last item collected is stored on both the Office Clipboard and the system Clipboard

Using the Office Clipboard (continued)

- The Office Clipboard appears in the **Clipboard task pane**
 - Can be set to open automatically after two consecutive cut or copy actions
 - Display manually by clicking the launcher in the Clipboard group
- The last item collected is displayed at the top of the Clipboard task pane



Click to resize or move the Clipboard task pane

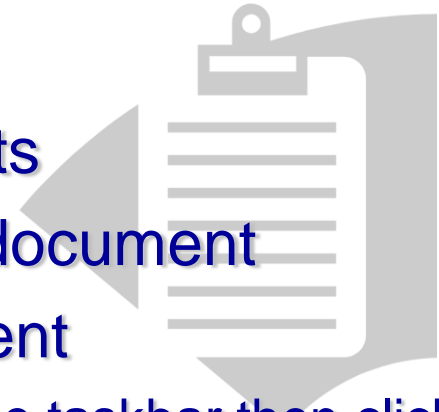
Stored items

Icon indicates the item is collected from Word

Click to change display options

Using the Office Clipboard (continued)

- Copying and moving items between documents
 - Open both Word documents
 - Cut or copy text from one document
 - Switch to the other document
 - Point to the Word icon on the taskbar then click the document you want to appear
 - Use the Arrange All command or the View Side by Side command in the Window group on the View tab to display both documents at the same time
 - Paste the text into the second document

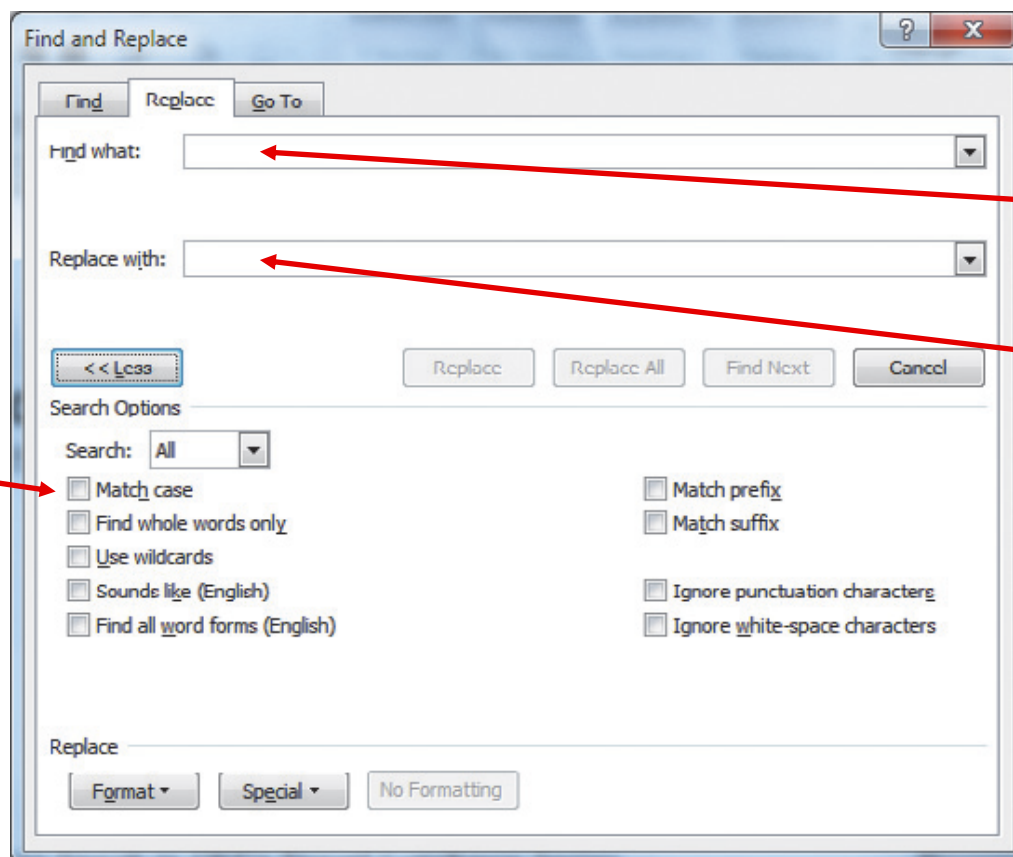


Finding and Replacing Text

- Find and Replace feature
 - Use the **Replace command** to search for and replace all instances of a word or phrase in a document
 - Automatically find and replace all occurrences at once, or
 - Find and review each individual occurrence
 - Use the **Find command** to locate and highlight every occurrence of a word or phrase in a document

Finding and Replacing Text (continued)

- Find and Replace dialog box



Enter
Find
criteria

Enter
Replace
criteria

Select
search
options

Finding and Replacing Text (continued)

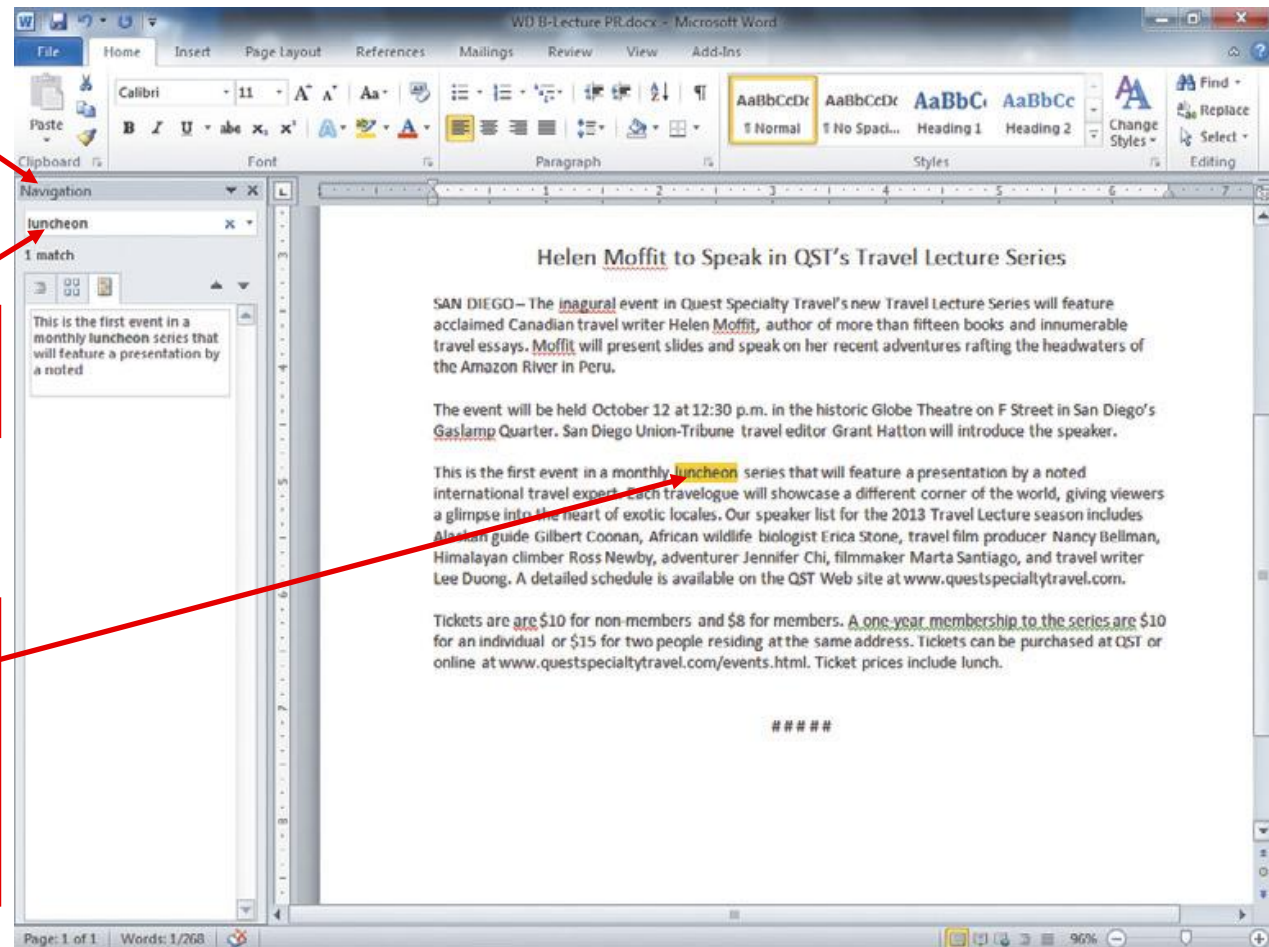
- Click the Find button in the Editing group to open the Navigation pane
 - Useful for browsing longer documents by headings, pages, or specific text or objects
 - Use the Navigation pane or the Find tab in the Find and Replace dialog box to search for text

Finding and Replacing Text (continued)

Navigation
pane

Search for
text

Found text
is
highlighted
and
selected



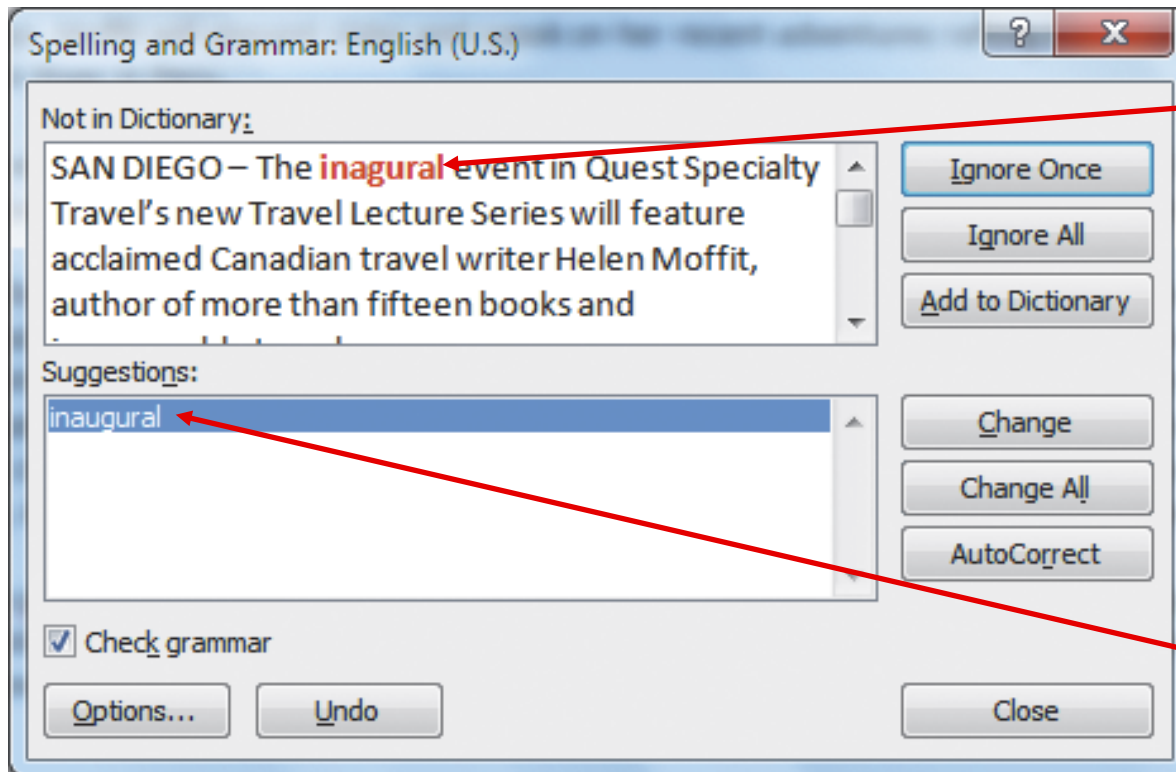
Finding and Replacing Text (continued)

- Go To tab in the Find and Replace dialog box
 - Use to move to a specific page, section, line, table, graphic or other item in a document
 - Click the Page number button on the status bar to open the Find and Replace dialog box with the Go To tab displayed, and then make selections

Checking Spelling and Grammar

- Spelling and Grammar checker
 - Flags possible mistakes and suggests corrections
 - **Misspelled words**
 - **Grammar errors**
 - Not all flagged errors are incorrect (e.g. names)
 - Click Ignore All or Ignore Once so Word does not flag the word
 - You still need to proofread your documents carefully for errors

Checking Spelling and Grammar (continued)

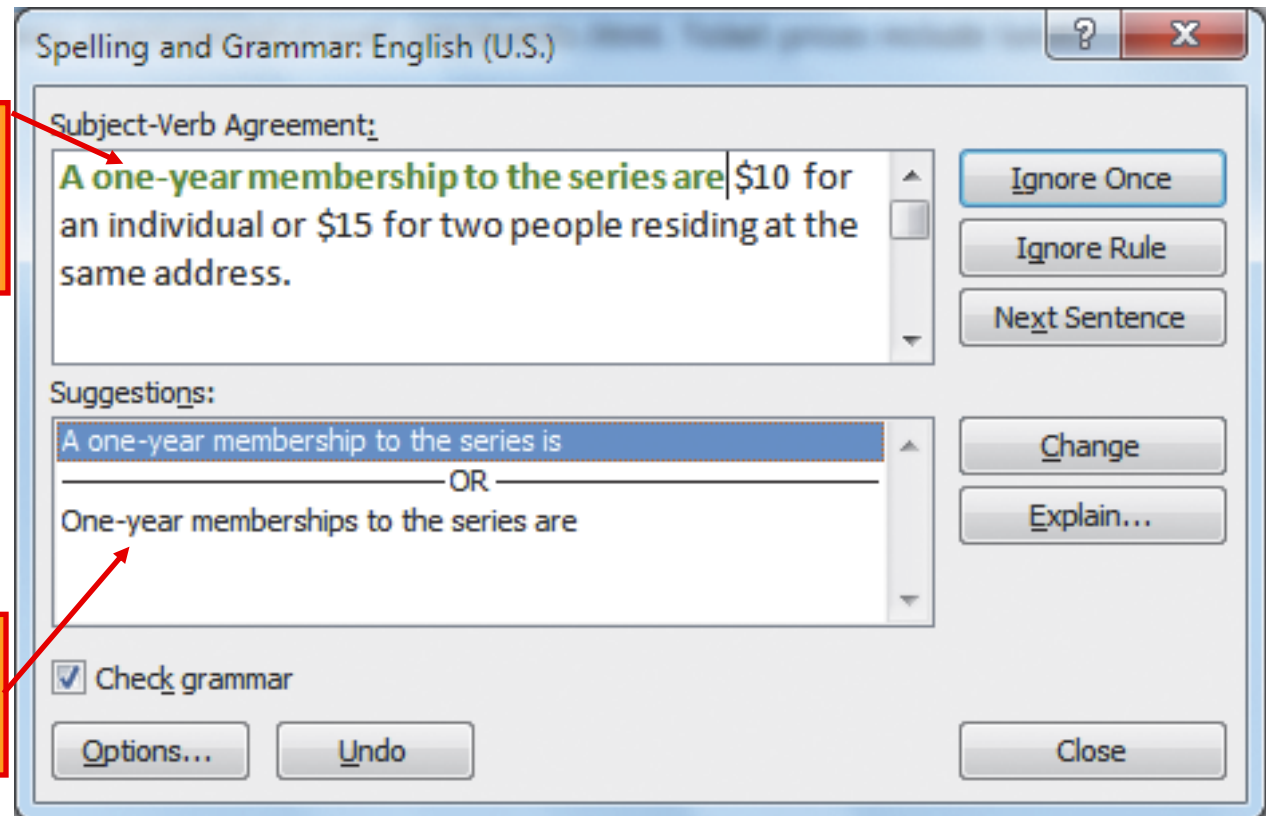


Identified
misspelled
word

Suggested
correction

Checking Spelling and Grammar (continued)

Identified
grammar
error



Suggested
corrections

Checking Spelling and Grammar (continued)

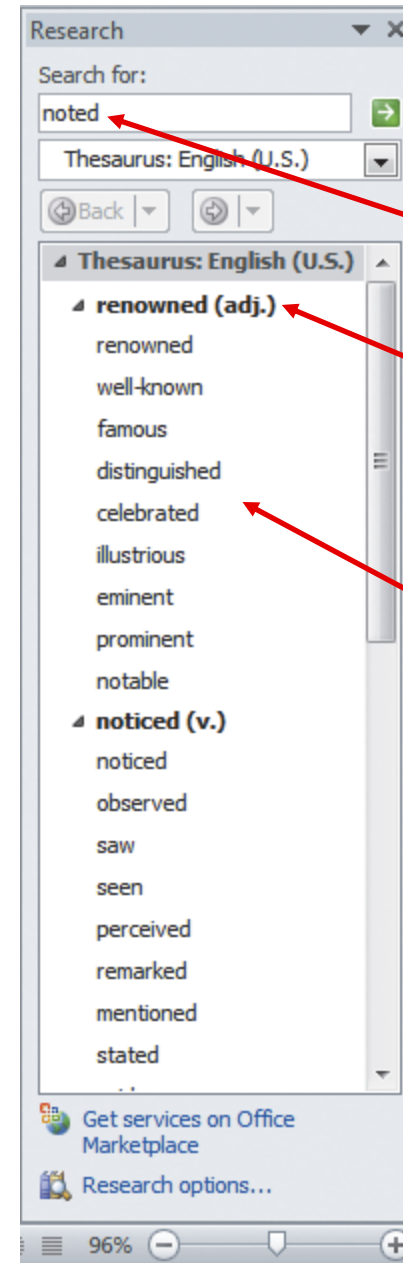
- Inserting text with **AutoCorrect**
 - Word automatically corrects many misspelled words
 - Create your own AutoCorrect entries
 - Words you type often, such as a name
 - Words you often misspell
 - To create an AutoCorrect entry
 - Open the AutoCorrect dialog box
 - To insert an AutoCorrect entry in a document
 - Type the text you want Word to correct followed by [Spacebar]

Researching Information

- Research task pane provides access to many resources
- Use the **Thesaurus** to look up synonyms for repetitive or awkward words
 - Select a word, then click Thesaurus in the Proofing group on the Review tab
 - Right-click a word, then point to Synonyms

Researching Information (continued)

- Thesaurus appears in the **Research task pane**
- With an active Internet connection, the Research task pane provides access to other reference sources



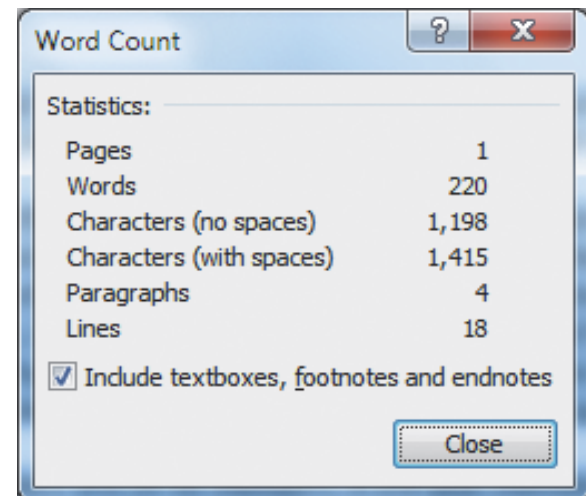
Word in document

Possible meaning

Synonyms for the word

Researching Information (continued)

- Word Count dialog box
 - Click the **Word Count** button in the Proofing group to view the number of pages, words, characters, paragraphs, and lines in the selected text or the entire document



Adding Hyperlinks

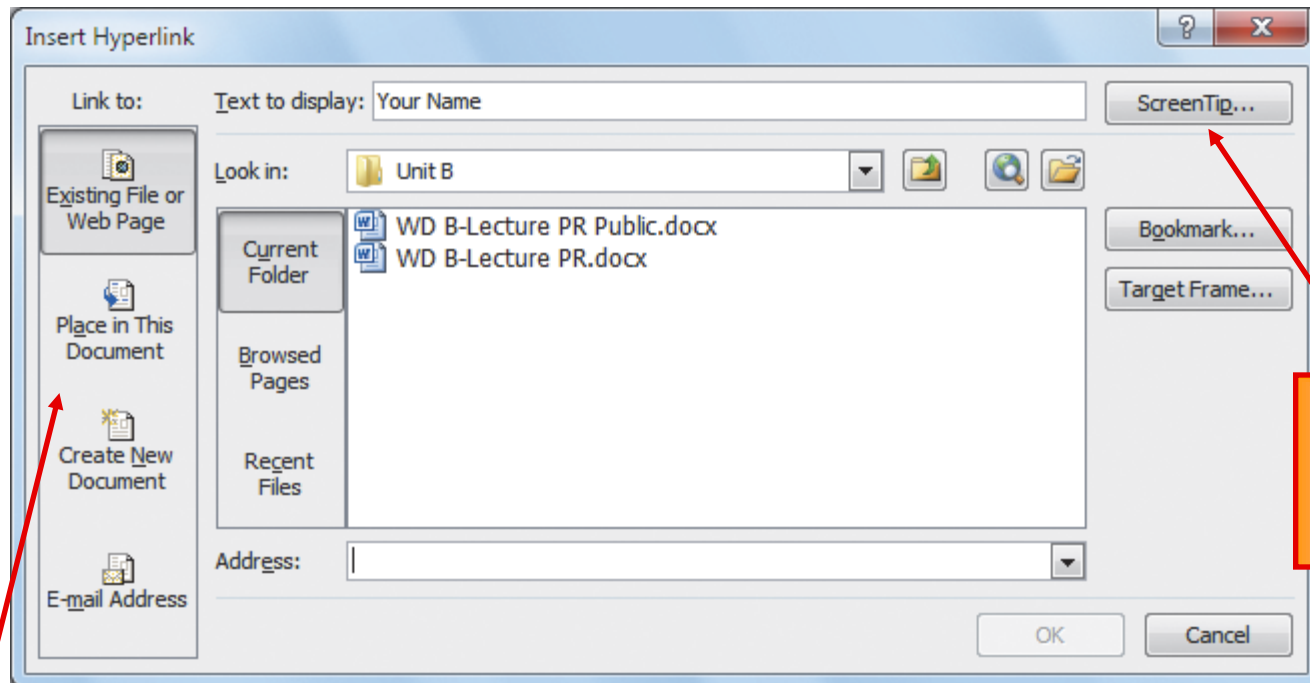
- A **hyperlink** is text or a graphic that, when clicked, moves the viewer to a different location or program
- Click Hyperlink button in the Links group on the Insert tab to open the Insert Hyperlink dialog box
- Use the Insert Hyperlink dialog box to create hyperlinks

Adding Hyperlinks (continued)

- Text formatted as a hyperlink appears as colored, underlined text
- When you type an e-mail address or a URL, Word automatically converts it into a hyperlink
- Edit the ScreenTip that appears when you point to a hyperlink to provide information about the link

Adding Hyperlinks (continued)

- The Insert Hyperlink dialog box

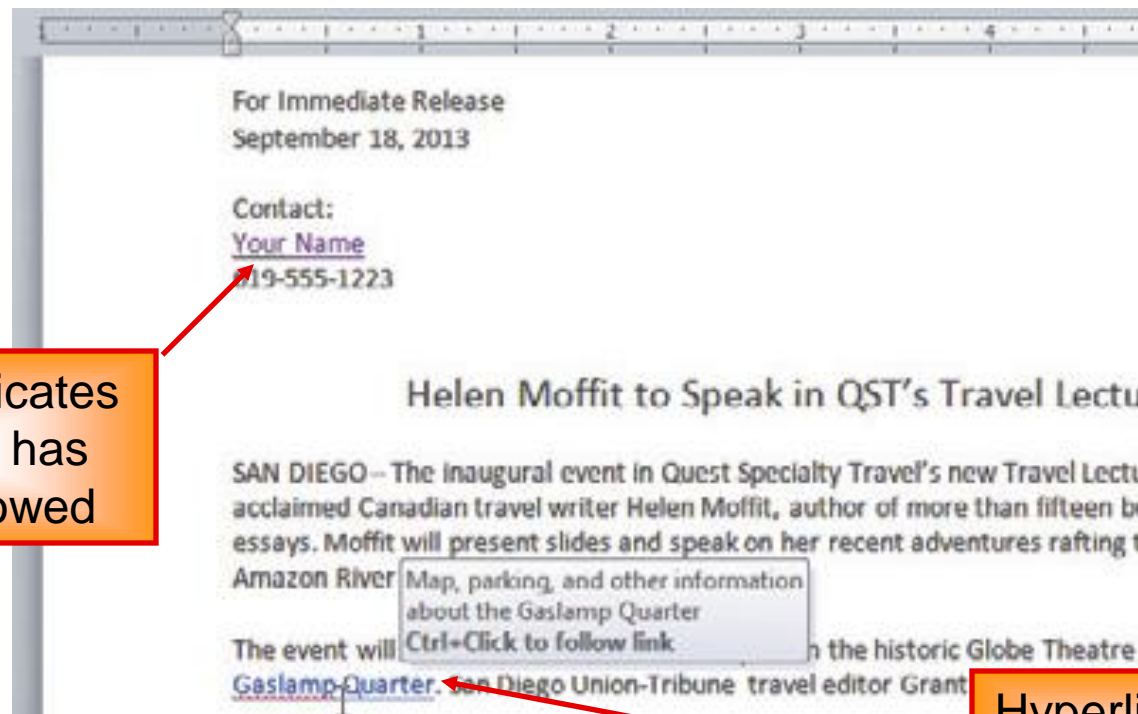


Use to
modify
ScreenTip

Types of links
you can create

Adding Hyperlinks (continued)

- Hyperlinks in a document



Purpl indicates
hyperlink has
been followed

Hyperlink and its
corresponding
ScreenTip

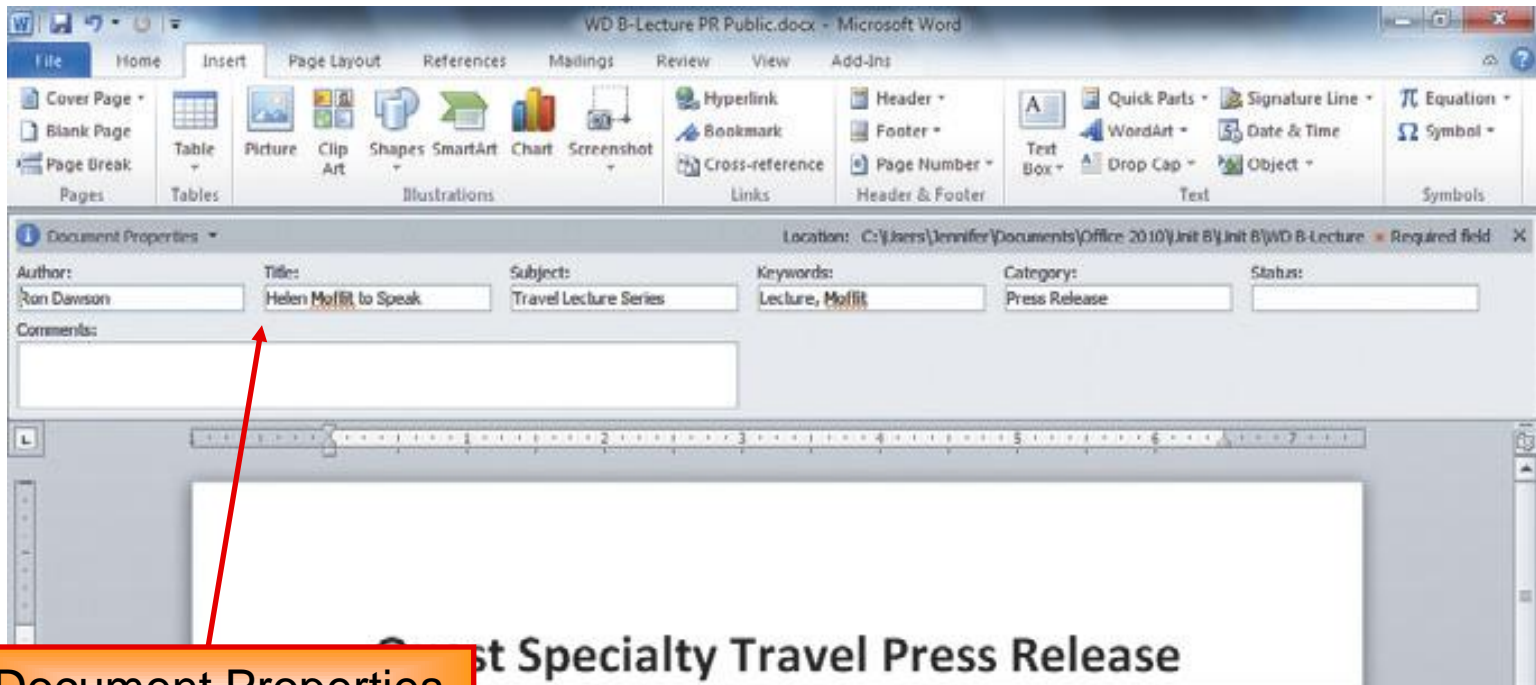
Working with Document Properties

- Using the Info tab in Backstage view
 - Click the File tab to open Backstage view with the Info tab displayed
 - The Information pane provides options to remove private information from a document
 - The preview pane displays basic information about the document
 - Open the Document Properties panel to view the Document properties above the document window

Working with Document Properties (continued)

- **Document properties** are user-defined details about a file that can help to identify it, such as:
 - Author
 - Title
 - Keywords
- Use the Document Inspector to detect and remove sensitive information from a document
 - Click Check for Issues in the File tab

Working with Document Properties (continued)



Document Properties
Panel

Working with Document Properties (continued)

- Options on the Info tab
 - **Protect** Document
 - Check for Issues
 - Manage **versions**

Summary

- Reorganize text using the Cut, Copy, and Paste commands
 - Use the system Clipboard and the Office Clipboard
- Search for and replace all instances of a word or phrase using the Find and Replace feature
- Check a document for possible errors using the Spelling and Grammar checker
 - Always proofread a document

Summary (continued)

- Replace a word with a synonym using the Thesaurus
- Add hyperlinks to documents to help users move quickly within a document or to another document or location
- Prepare a document for distribution by reviewing the document properties and by using the Document Inspector to remove private or identifying information